

**Minutes
City Council/Redevelopment Agency
City of Huntington Beach**

Monday, December 8, 2003
2:00 P.M. - Room B
Central Library, 7111 Talbert Avenue
Huntington Beach, California 92648

An audiotape of the 2:00 p.m. portion of this meeting
is on file in the Office of the City Clerk.

Call to Order

Mayor Green called the regular meetings of the City Council/Redevelopment Agency of the City of Huntington Beach to order at 2:00 p.m. in Room B.

City Council/Redevelopment Agency Meeting Roll Call

Present: Sullivan, Coerper, Green, Boardman, Cook, Hardy (Sullivan arrived 2:10 p.m.)
Absent: Houchen

A motion to excuse City Attorney McGrath from this meeting was approved by unanimous consent with all present, Houchen absent.

The Assistant City Clerk Announced Late Communications

Pursuant to the Brown (Open Meetings) Act, Assistant City Clerk Elizabeth Ehring announced Late Communications regarding agenda items that had been received by the City Clerk's office following distribution of the agenda packet:

Communication from Administration dated December 8, 2003 titled *Sample Questions for Interviews of Executive Search Firms*.

The following appendices of the proposal for Maximus Consultants are being transmitted in their entirety as Exhibits B through D were inadvertently left out from the agenda packet:

Communication from Administration dated December 8, 2003 titled *Appendix –A Chief Executive Searches for General Purpose Local Governments Conducted by Maximus Consultants, Appendix – B Orange County (CA) Clients of Maximus Executive Recruitment Consultants, Appendix – C Biographies, Appendix – D References.*

(City Council/Redevelopment Agency) Study Session Held – Interviewed Executive Search Firms to Manage the Search for a New City Administrator (.)

The City Council met to interview with five Executive Search firms that have submitted proposals to manage the search for a new City Administrator. The firms interviewed were the following:

- Ralph Anderson & Associates
- Shannon Executive Search
- Bob Murray & Associates
- L. B. Hayhurst & Associates
- Maximus

The following communications from the aforementioned firms were transmitted as the agenda packet:

Communication from Ralph Andersen & Associates dated November 25, 2003 titled *Proposal to Recruit a City Administrator for the City of Huntington Beach*.

Communication from Shannon Executive Search dated November 25, 2003 titled *Proposal to the City of Huntington Beach to recruit a City Administrator*.

Communication from Bob Murray & Associates dated November 19, 2003 titled *A Proposal to Conduct an Executive Recruitment for a City Administrator on behalf of the City of Huntington Beach*.

Communication from L. B. Hayhurst & Associates dated November 24, 2003 titled *Proposal to Provide Professional Services Executive Search City Administrator City of Huntington Beach*.

Communication from Maximus dated November 24, 2003 titled *Executive Recruitment Services City Administrator City of Huntington Beach, CA*.

The Council interviewed the following consultants utilizing the questions set forth in the "Late Communications" document:

- 1) Heather Renschler of Ralph Andersen & Associates
- 2) Mr. Kris Kristensen and Ms. Teri Black-Brann of Shannon Executive Search
City Administrator Ray Silver responded to timeline question stating that there will be a return to Council first meeting in January 2004.
- 3) Bob Murray of Bob Murray & Associates
- 4) William E. Brian of L. B. Hayhurst & Associates
- 5) Norm Roberts and Eric J. Middleeson of Maximus

Councilmember Cook inquired about cities similar to Huntington Beach where searches have been conducted.

Mayor Green inquired as to how the search firm will proceed to find well-qualified candidates for the City Administrator position.

Mayor Pro Tem Hardy asked what the main challenge is in recruiting for the position.

Councilmember Boardman requested information about charges for professional services they have outlined.

Mayor Green inquired about possible difficult issues that the Council may need to address to attract the best candidates.

Councilmember Coerper asked what the main attraction to the City Administrator position will be for potential candidates. He asked further about what the current market is like for the open position that the City currently has. Councilmember Coerper also raised the question pertaining to the conduct of background checks.

The Council ranked Executive Search firms as follows: No. 1 – Maximus; No. 2 – Bob Murray & Associates; No. 3 – Shannon & Associates; No. 4 – L. B. Hayhurst; and No. 5 – Ralph Andersen & Associates.

A motion was made by Cook, second Coerper to prepare a Request for Council Action (RCA) for a Professional Services Contract with Maximus for the January 5, 2004 Council Meeting. The motion carried with the following roll call vote:

AYES: Sullivan, Coerper, Hardy, Green, Boardman, Cook
NOES: None
ABSENT: Houchen

Adjournment – City Council/Redevelopment Agency

Mayor Green adjourned the adjourned regular meetings of the City Council/Redevelopment Agency of the City of Huntington Beach to Monday, December 15, 2003, at 5:00 p.m., in Room B-8, Council Chambers, Civic Center, 2000 Main Street, Huntington Beach, California.

City Clerk and ex-officio Clerk of the City
Council of the City of Huntington Beach
and Clerk of the Redevelopment Agency
of the City of Huntington Beach, California

ATTEST:

City Clerk-Clerk

Mayor-Chairman